



Treasurer Training

MEET THE TEAM



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Manager



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STUDENT OPPORTUNITIES
ADMIN ASSISTANT

MEET THE TEAM



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Societies and Sport



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Incoming Vice President
Societies and Sport



RORY FORD
Helpdesk Coordinator



HELPDESK ASSISTANTS

Objectives of the session

- To understand what your responsibilities are as a Treasurer
- To provide you with an overview of the financial processes needed to run your student groups
- To gain a better understanding of your student group accounts
- To understand how to set your memberships for the year ahead



What do you think the role of a Treasurer is?

Role of a Treasurer

- Financial leadership for your group
- Authorising expenditure
- Managing income

RESTRICTED
Membership money
Relates to Core
Purpose

TRANSPORT/OTHER
Funds for a specific
event or subsection
of your society Clubs
use it for transport to
fixtures

SOCIAL
Any social activity

GRANT
Money from Student
Group Funding

UNDERSTANDING YOUR FINANCES

- Treasurer responsibilities
- Spending money
- Making money
- Student Group Funding
- Setting membership prices

Understanding your balances

	Accounts			
	Restricted	Social	Other/ Transport	Grant
Income	£1,340.05	£486.92	£458.54	£150.00
Expenditure	£958.83	£249.81	£455.54	£0.00
Balance	£381.22	£237.11	£3.00	£150.00
Total Balance				£771.33

Using the budget form

- Set memberships and track finances
- Should predict a positive leftover balance
- May need to reduce expenditure or increase memberships if predicting a deficit
- If in debt = deficit plan

Example Expenditure:

Event Costs
Coaches or instructors
Kit or equipment
Travel
Facility costs
Promotional materials
Food & Drink
Referees

Example Income:

Memberships
Fundraising
Sponsorship
Income from buttons on
webpage e.g. merchandise

Balance
from 24/25



Income
from 25/26



Expenditure
from 25/26



Predicted
leftover
balance

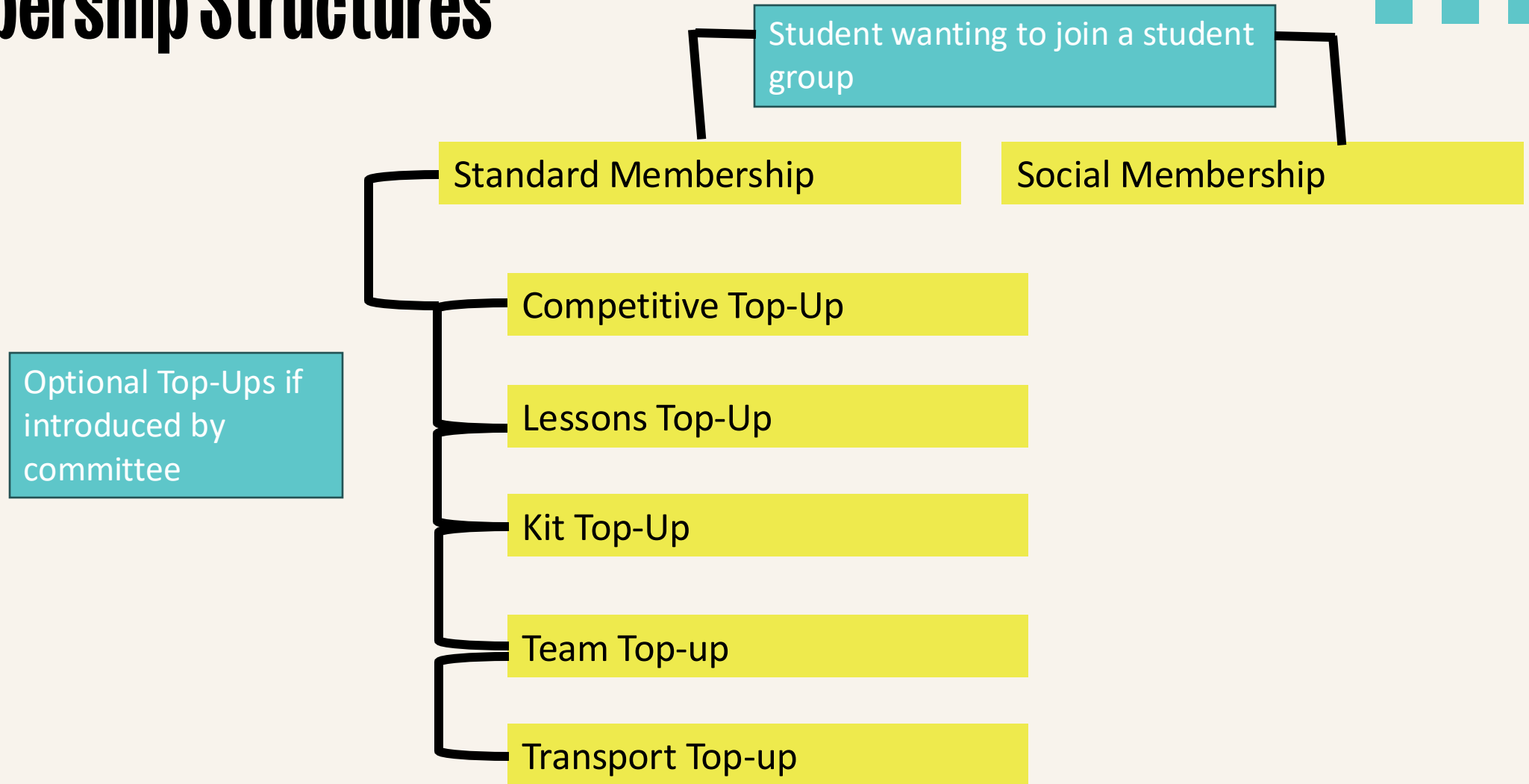


Setting Your Memberships

Setting your membership

- The deadline to submit your membership is 17 August
- Memberships must be set in accordance with the standardised group membership structure
- Utilise the budget template to guide your membership price

Membership Structures



Things to consider:

- Kit
 - Is this owned by the individual or the group?
 - If individual - use the kit-top up button
- Transport
 - Will only some members require travel?
- Cost
 - Is this reflective of your outgoing expenditure?
 - A high-cost group = likely to have a higher membership fee
 - “It’s always been £x”
- Associate Members
 - Separate memberships set up as applications come through
- Instalments
 - Would termly instalments make your activity more affordable and accessible?



How to spend your group money

Student Group Banking

Income and Expenditure for your group MUST move through the RHSU bank account.

You must not:

- Use your personal bank account for group income and expenditure
- Create a bank account for your group
- Hold cash on behalf of your group - pay it in asap
- Pay any suppliers directly from your bank account or in cash
- Receive any income (sponsorship/memberships/tour contributions) belonging to your group in to your personal bank account.

Expense Claims

Do you have enough funds?

Student Group Admin Form + Receipts

Submit via Freshdesk

3 week turnaround

Mileage claims

Alcohol

Purchase Requests

- Do you have enough funds?
- Student Group Admin Form available on Freshdesk
- 3 weeks notice
- Treasurer to approve

RH SU ROYAL HOLLOWAY STUDENTS' UNION

Student Group Purchase Request

Please be as detailed as possible so we can ensure we can get this delivered to you within a reasonable length of time. We need 4 weeks' notice for all purchase requests and they will be delivered to the Students' Union Helpdesk.

1 **2**

Student Group *

Name of Requester *

Committee Position *

Email *

What account is this purchase coming from? * **When do you need this by?**

Type of purchase request
☐ Invoice ☒ Online Order

Bear in mind, we ask for 4 weeks' notice

Is this purchase request is in relation to an event?
☐ Yes ☒ No

How many items are you purchasing? *

Item 1 *

Item 1 - Supplier *

Item 1 - Supplier Address / Website *

Item 1 - Link to item *

Invoices

Submit in Student
Group Admin
form

2 week's notice

Must come directly from the supplier

New Suppliers

Paid within the
payment terms

What needs to be on an invoice?

- Invoice Number
- Invoice Date
- Suppliers contact details: name, postal address, email and telephone
- Customer name
- Addressed to Royal Holloway Students' Union
- Invoice detail (what is the invoice for?)
- Payment terms - 30 days
- Bank details
- VAT breakdown
- Must be a PDF!

Invoices

Proof of Bank Details

- Document on letter headed paper confirming bank details + company name
- Screenshot of online banking - account name must match invoice
- The invoice will not be accepted as proof of bank details

Companies: VAT
Number

Individuals:
UTR Number

How money gets paid into your account

Paying Money In

Button Requests

- Form on Freshdesk
- Requirements, cost, account to be paid into
- Button on your group webpage
- 2 weeks notice

Card Machine

- Requested via student group admin form
- Collect at the Helpdesk
- Money paid monthly

Bank Transfers

- Details on Freshdesk
- Group Name - Account reference
- Submit us a ticket to let us know
- Takes time to appear

Fundraising

- Pay charity funds into your group account. Do not pay charity directly
- Complete Student Group Admin form
- Charity Law: only donate profits
- Ultravires
You can fundraise for yourself!



Invoice Requests

- We can create invoices to be sent out so you can receive payment i.e. from sponsorships or entry fees to a competition



Student Group Grant Funding

Stages of grant funding

**Phase one — Summer
Funding (Jul /Aug)**

**Phase Two — Support
Funding (Nov /Dec)**

**Term 2
Development Funding**

**New Group Funding
(Ongoing)**

**Competition Funding
(Ongoing)**

**Off Campus Group Funding
(Ongoing)**

Summer Funding

No Risk
£50

Low Risk
£150

Medium Risk
£250

High Risk £500

Risk status assessed on the following factors:

1. Current financial status – how healthy is the student group's account and are they at risk of going into deficit?
2. Cost of core activity – is the cost of their core activity high and do they have essential purchases coming up that may be before receiving income from memberships?
3. Stability of the group – is the student group in a good position to operate in term one or are they likely to struggle?

High risk groups must meet with the Student Opportunities team and put a plan in place

Summer Admin Deadlines

July 1st:

Account Login details sent

Budget template will be shared to your google drive

August 18th:

Deadline to provide us with membership fees

Your student group balance
is on Freshdesk



Expense claims can be
submitted 4 months later



Invoices can be addressed to
Royal Holloway University



All proceeds of a bake sale
can be donated to charity



Student Opportunities Team

- Freshdesk
 - <https://rhsu.freshdesk.com/support/home>
 - Submit a ticket on Freshdesk
- Drop-Ins at the SU
 - Monday 14:30-16:00
 - Thursday 10:30-12.00

THANK YOU

Questions?

Please complete this
form to give us your
feedback on the
session

